



DISTRICT OF COLUMBIA
PUBLIC EMPLOYEE RELATIONS BOARD
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CG 13001	OPENING DATE June 13, 2013	CLOSING DATE: Open until filled	OPEN TO ALL APPLICANTS
Position: Executive Director DS-301-17	TYPE OF APPOINTMENT: Excepted	Salary: \$131,000 – \$137,000	
DIVISION:	LOCATION: 1100 4 th Street, SW., Washington, DC 20024	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: The Executive Director is the principal officer of the District of Columbia Public Employee Relations Board ("Board") and oversees the agency's daily operations. The Executive Director reports to the Board and advises the Board on all critical issues relating to cases, fiscal matters, and other administrative issues. The Director performs such duties as designated by the Comprehensive Merit Personnel Act ("CMPA") or as assigned by the Board, including the investigation of petitions, requests, complaints and other matters filed with, referred or submitted to the Board.

DUTIES AND RESPONSIBILITIES: The Executive Director is responsible for providing proper management and leadership to the agency. This leadership would include assisting the Board in identifying and implementing policies for effective governance of the Board's affairs. The Executive Director conducts conferences, investigations and hearings, administers oaths, issues subpoenas, signs and issues notices and reports, certifies copies of papers and documents, considers timely requests for extensions of time and pursuant to action by the Board or by an authorized panel thereof, signs and issues decisions and orders made by or on behalf of the Board. The Executive Director works with outside and inside counsel, plans, directs and delegates assignments to staff in order to accomplish the Board's mission and objectives; prepares budget requests and narratives; and initiates contact with appropriate personnel regarding requests for appropriations. The Executive Director further directs the development of long range planning, and prepares written testimony and detailed data to support budget requests to accomplish the projected operating goals of the Agency over a multi-year period; coordinates legal strategies with the Board's counsel concerning matters pending before the local courts; and reviews pleadings drafted by the Board's; conducts training seminars and other presentations before labor-management representatives, arbitrators and government personnel; monitors city-wide contract negotiations and assists in the resolution of impasses through the appointment of mediators, fact-finders and arbitrators; evaluates the Board's independent contractors, including the Board's outside counsel and hearing examiners; and conducts legal research, drafts legal memoranda and Decisions and Orders. In addition, the Executive Director's management of the agency will include employee development and training, preparing staff's evaluations and work-balance alignments. The Executive Director is responsible for implementing the Board-approved overall direction and plans made for the agency.

MINIMUM QUALIFICATIONS: A law degree plus ten (10) years of legal experience and five (5) years of legal experience in labor law and/or labor relations, or equivalent; an active D.C. Bar membership, or eligible to waive into the D.C. Bar. and have at least five (5) years' experience at a supervisory or management level. Documentation of education and Bar membership or eligibility must be included with the application. Applications will not be considered complete unless proof is attached. If the applicant is not a member of the D.C. Bar, waiver into the D.C. Bar within six months after an offer of employment is a condition of employment Applicants must attach a copy of their most recent employment review, or, if unavailable, a letter of recommendation. Applicants must be a resident of the District of Columbia or shall become a resident of the District of Columbia within 180 days after appointment.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate an applicant's qualifications for the position. All applicants **MUST** respond to each ranking factor on a separate sheet of paper and describe highest experience, education and/or training that indicates your level of qualification for each factor. For experience, indicate the time periods and names, addresses and phone numbers of persons who can verify your experience. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. **Experience in conducting legal research, understanding and interpreting written laws, rules and regulations, and applying them in the review of Board procedures.**
2. **Expert knowledge of the District of Columbia Comprehensive Merit Personnel Act of 1978 and expert knowledge of the District's labor management relations.**
3. **Ability to perform in a leadership capacity to plan program initiatives, develop performance objectives and monitoring systems, assess staff needs, and select and supervise staff. Ability to select, train, supervise, advise, manage and evaluate staff in the performance of their duties.**
4. **Ability to communicate, orally and in writing, and to establish and maintain effective working relationships with a wide variety personnel such as labor representatives, attorneys, management officials and the District of Columbia City Council. Excellent oral and written communication skills sufficient to prepare and present information and proposals to management officials and the District of Columbia City Council.**
5. **Outstanding competence in performing multiple tasks and responsibilities with minimal oversight and managing responsibilities given to the program by the Board and/or the Council of the District of Columbia.**
6. **Knowledge of District of Columbia budgeting, personnel, and procurement practices, as well as principles of organizational management and business process engineering.**

SELECTION PROCESS: After a review of applications and ranking factors, interviews and/or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

RESIDENCE REQUIREMENT: Applicant must be a resident of the District of Columbia or become a resident within one hundred eighty (180) days of appointment.

Submit D.C. Employment Application Form DC 2000 and Ranking Factors Responses:

Mail:

Yvonne Waller

Administrative Officer

District of Columbia Public Employee Relations Board

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It is the policy and practice of the District of Columbia to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence.